

City of Franklin Addendum No. 2 to

Purchasing Office Solicitation No.: 2018-015

1. Solicitation identified: This Addendum No. 2 applies to the following procurement:
voluntary group term life insurance with accidental death & dismemberment benefits, and
voluntary short-term disability insurance

Purchasing Office Solicitation No.: 2018-015

2. Notice to Proposers publication date: **March 29, 2018**
3. Solicitation release date: **March 29, 2018**
4. Addendum No. 1 release date: **April 6, 2018**
5. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **April 10, 2018, 2:00 p.m. Central Time**
6. Addendum No. 2 release date: **April 11, 2018**
7. Proposals submittal deadline and scheduled opening: **April 19, 2018, 2:00 p.m. Central Time**
8. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **April 30, 2018**
9. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **May 8, 2018**
10. Target effective date of award: **July 1, 2018**

11. Addendum:

In reference to the City of Franklin's March 29, 2018 Purchasing Office Solicitation No. **2018-015** for voluntary group term life insurance with accidental death & dismemberment benefits, and voluntary short-term disability insurance, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 2 is to announce the City's responses to the questions that have been asked since issuance by the City of Addendum No. 1.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

April 19, 2018, 2:00 p.m. Central Time

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Below are the questions asked since issuance by the City of Addendum No. 1 and the City's responses thereto:

Q1: Per the RFP, STD rates should be \$100/covered payroll, but the current rates are the more standard \$10/weekly benefit. Is the request in the RFP correct?

A1: This is a typo. Should be \$10/weekly benefit.

Q2: Please confirm if the City prepares W-2s for claimants, or does the group require the carrier to do so?

A2: Yes.

Q3: Please confirm if the employee's premium contributions paid with pre- or post-tax dollars?

A3: Post-tax.

Q4: If the employee's premium contributions are paid with pre-tax dollars, does the group require that the carrier pay the FICA match or does Group intend to pay the FICA match?

A4: Please see A3 above.

Q5: Please confirm if the City has telephonic claims service on the STD currently?

A5: Yes, they can file via 1-800 number or fax.

Q6: Please provide a more thorough experience report, including Total Paid for the Claim.

A6: The requested information is not readily available.

Q7: Can you please provide the total number of eligible lives for Vol Life and for Vol STD?

A7: Please see Appendix 12, available upon request.

Q8: Can you please provide a complete census that combines the Vol Life and VSTD?

A8: Please see Appendix 13, available upon request.

Q9: Can you please provide an updated census to show the Vol Life elected amount?

A9: Please see Appendix 13, available upon request.

Q10: Can you please provide a Vol STD experience report that has 2 - 3 years of premium, paid claims, lives history and any rate changes?

A10: Please see Appendices 8 and 15, available upon request. There have been no rate changes since inception of the City's current program.

Q11: Is the City interested in receiving a proposal for LTD coverage? If yes, can you please provide a complete census, current and historical rates, and experience data?

A11: Please see Addendum No. 1, A1.

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Q12: Please provide an updated STD claims report with total payment per claimant or a month to month STD claim report where we can know what has been paid out. The STD claims report provided doesn't show the payment per claimant, it only shows the most recent payment amount.

A12: Please see A6 above.

12. Acknowledge addendum: Proposers shall acknowledge this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Acknowledge any and all issued addenda to this solicitation."
13. Questions: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has now passed. To ask questions of a procedural nature, or to request appendices referenced in the Request for Proposals and/or the addenda to the Request for Proposals, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
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Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079
14. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.